



NATIONAL COSMETOLOGIST EXAMINATION

Rev (10/00)

MONTANA

CANDIDATE INFORMATION BROCHURE (SCOPE)

To be eligible for the Cosmetologist examination, you must submit a completed application to MJ Sorum, Exam Administration along with the appropriate fees and documentation. The Montana State Board of Cosmetologists has set forth the following requirements for licensure by examination:

- < You must be at least 18 years or older and provide proof, such as a birth certificate or drivers license.
- < You must have proof of a high school diploma, its equivalent or the exception under Board rule.
- < You must have completed a course of study with at least 2000 hours in a registered school of cosmetology.
- < If you have a course of study less than 2000 hours in a registered school of cosmetology, you must then possess a current cosmetology license in good standing in another state.
- < You must be of good moral character.

For Further information, please write:

**MJ SORUM, Inc.
EXAMINATION ADMINISTRATION
PO BOX 6878
Helena, MT 59604**

ADMISSION TO THE EXAMINATION

Upon approval of your application and after the examination deadline date, you will be sent an admission notice. The admission notice will confirm the category and type(s) (written, practical or both) of the examination(s) you will be taking, as well as the date, time and location of the examination(s) you have been scheduled for. Report to the test center on the date and time indicated on your admission notice. Persons arriving after the examination has begun WILL NOT BE ADMITTED. If you do not receive your admission notice within 5 business days after the examination registration deadline. Please contact the examination administrator.

Incomplete applications will be returned within 3 working days to the address provided on the application, unless a written change of address was received, with a notice of deficiencies and/or missing documentation. Incomplete applications are not considered submitted nor are they

tracked once they are returned to the candidate. In order to meet the deadline date you must return the completed application no later than the deadline date. All applications received after the deadline date will be scheduled for the next available examination date.

WHAT MUST YOU BRING TO THE EXAMINATION:

- < Your Admission Notice and Photo ID
- < Your kit containing all required supplies needed to complete all the examination sections
- < You must arrive at the exam center on the date and time specified in the admission notice.

If your name has changed since you received your admission notice, you must bring legal documentation showing your previous name and current name (i.e., divorce decree, court order, marriage license, or notarized affidavit). **The name submitted on the application must match the ID presented for admittance to the examination.** IDs must contain the following information: **photo, proper name and signature.**

If you have an address and/or name change since you registered for the examination you must notify the office of MJ Sorum, Inc in writing. Be sure to include your social security number with the changes to help identify your examination file.

EXAMINATION FEE AND REFUND POLICY

Send a cashiers check or money order with your application to the Examination Administration, MJ Sorum. The examination fee is \$125.00. The re-take examination fee is \$100.00.

If you do not attend your scheduled examination or cannot be admitted, your examination fee will be forfeited. To be rescheduled you must complete another application and submit the appropriate examination fee.

If you wish to reschedule your examination for medical reasons only, **written notification, including physician letter, must be received by Examination Administration, MJ Sorum office no later than ten (10) days prior to your scheduled examination date.** Any requests received after this date will not be accepted and you will forfeit your examination fees. You will be allowed to reschedule one examination for medical reasons.

CANDIDATES WITH SPECIAL NEEDS

If a visual or physical impairment prevents you from taking this examination under standard conditions, you may request special accommodations in accordance with the Americans with Disabilities Act (ADA). You must submit documentation from your physician regarding recommendations and specific accommodations for your impairment or special needs to MJ Sorum, Examination Administration twenty (20) days in advance of your scheduled examination date.

THE COSMETOLOGY PRACTICAL EXAM

The Cosmetology examination consists of two (2) portions:

1. National Cosmetology Examination. This is a written examination consisting of 100 multiple choice questions on scientific concepts, physical services, chemical services and hair design. You will have one and half (1 2) hours to complete this examination. This written examination is given in English only, no language dictionaries or interpreters may be used. Special accommodations for foreign languages will not be permitted. (There will be 10 extra questions scatter throughout the written examination for the purposes of testing new field questions. These 10 extra questions will not be scored against you.)

2. National Cosmetology Practical Examination. This examination is performed using mannequin(s) and consists of six (6) sections. The duration of the examination is approximately 3 hours. The content areas of the examination are as follows:

HAIR SHAPING 30 minutes

The candidate will be expected to complete a hair cut using scissors and a razor. Candidate will remove at least 1 inch of hair. Hair should not have been previously cut. Candidate will use a razor to cut the nape section (top of ear to hairline) of the hair. After completing the hair cut, the hair should be four to six inches in length to perform all services in the examination. Candidates should not sweep the hair from the floor until they have been so instructed.

Candidates will be evaluated for performances of the following tasks: Using neck strip or towel; Applying drape securely; Establishing nape guide with razor; Sub-sectioning hair in clean and even partings; Following established guides throughout haircut; Safely palming the razor; Cutting entire nape section with a razor with a guard; Safely palming the scissors; Making sure the nape line is even; Making sure the sides are uniform in length;

Making sure the haircut is evenly blended; Cutting at least one inch of hair; Maintaining implements clean and sanitary; Maintaining work area in a safe and sanitary condition;

Making sure model and cape are free of hair clippings; Sweeping hair from floor.

THERMAL CURLING 10 minutes

Candidates are instructed to demonstrate proper curling iron techniques using a marcel curling iron. The candidate will place three thermal curls in the top section of hair. The candidate will then perform two parallel rows of curls in the side section of the hair, with at least two thermal curls in each row. Candidates are required to demonstrate feeding and guiding the hair into the iron with the correct rolling and clicking. All rules of client protection must be followed.

The candidate will be evaluated for performances of the following tasks; Testing iron; Parting subsections as deep as barrel diameter; Parting subsections as long as a roller (2-3 inches); Establishing base; Distributing hair evenly around iron; Rolling iron from base to ends while clicking; Protecting scalp with comb; Forming curls so that ends are smooth and hair is unmarked; Maintaining implements clean and sanitary; Using iron safety at all times; Maintaining work area in a safe and sanitary condition.

CHEMICAL WAVING 20 minutes

Candidates will be asked to wrap the center back section from the crown to the nape on the back of the model=s head. Candidates must use a rod size to form a complete curl in the hair. All rules of safety and infection control must be followed.

Candidates will be evaluated for performances of the following tasks; Applying mock lotion (water) across the entire rod safely; Saturating hair completely; Permitting hair to relax into a As@ formation thus forming a test curl; Placing bands correctly; Wrapping rods with correct tension; Placing rod/base consistently; Wrapping hair evenly around rod; Sectioning cleanly and evenly; Sub-sectioning as long as rod; Sub-sectioning as deep as diameter of rod; Extending end papers beyond hair ends; Spreading hair evenly across end paper; Wrapping hair to form a full curl; Maintaining implements clean and sanitary; Maintaining work area in a safe/sanitary condition; Maintaining drape to protect client.

HAIR LIGHTENING/HAIR COLORING 20 minutes

Candidates will demonstrate the application of a mock lightener (colored cholesterol) and mock tint (colored cholesterol) (see supply list). The candidate will part off the model=s hair into four sections. After draping, the candidate will apply a virgin lightener on section one (right front). The candidate will then apply a 1' tint retouch on section two (right back). Candidates should follow all rules for safety and infection control. Candidates will be evaluated for performances of the following tasks; Parting hair into four equal sections; Applying protective cream around section; Sub-sectioning correctly; Demonstrating virgin application; Covering hair completely with product; Making sure ends remain free of product; Applying protective cream around section; Outlining quadrant with product; Sub-sectioning

correctly; Demonstrating retouch application; Applying product to cover regrowth completely; Wearing protective gloves; Maintaining client=s skin free of product; Maintaining implements clean and sanitary; Maintaining work area in a safe/sanitary condition; Maintaining drape to protect client.

CHEMICAL RELAXING 20 minutes

Using the four part section, which will be indicated on a diagram, the candidate will apply a no-base virgin relaxer to section three (left back), using the sodium hydroxide method. The candidate will do a mock application for a 2" no-base relaxer retouch to section four (left front). Candidates will use colored cholesterol as a mock chemical for this section of the examination. Candidates must follow all rules of safety and infection control.

Candidates will be evaluated for performances of the following tasks; Apply protective cream around section; Sub-sectioning correctly; Demonstrating virgin application; Covering hair completely with product; Making sure the ends remain free of product; Applying protective cream around section; Outlining quadrant with product; Sub-sectioning correctly; Demonstrating retouch application; Covering regrowth completely with product; Maintaining implements clean and sanitary; Maintaining work area in a safe/sanitary condition; Maintaining drape to protect client; Wearing protective gloves; Maintaining client=s skin free of product.

SCULPTURED NAIL 20 minutes

Candidates will prepare to apply a sculptured nail. Candidates will be observed on preparation, infection control, application, filing and the final appearance of the finished nail. **(ONLY Odorless Nail Products will be permitted during the examination)**

Candidates will be evaluated for performances of the following tasks: Setting up a manicure table in a sanitary manner; Sanitizing model=s hands; Sanitizing candidate=s hands; Preparing cuticle and nail plate for product; Applying primer safely; Applying nail form snugly and extending nail with product; Maintaining cuticle area undamaged and free of product; demonstrating that the finished nail is smooth, even and balanced; maintaining work area in a safe/sanitary condition. All bottles/jars must be properly capped when not in use.

INFECTION CONTROL

Includes proper care of the mannequin, station, implements, equipment, product and supplies. The candidate must demonstrate appropriate personal hygiene and clean up of the work areas upon completion of the examination.

5. The candidate is responsible for their own supplies. The candidate is required to bring their own kit with a sufficient quantity of supplies in a sanitary condition. Candidates may NOT borrow equipment or supplies from another candidate or the school. The kit must be kept closed except when removing or inserting materials.

BLOOD SPILL PROCEDURE

If a blood spill should occur, stop the service and take appropriate action. Refer to the blood spill procedure posted in the examination center, of which a copy is enclosed.

WET SANITIZER

Label must state what product is contained in the wet disinfectant. Manufacturer's label with mixing instructions should be available upon request. **All tools and implements, except those which come in contact with blood or body fluids must be disinfected** in an EPA registered, hospital grade, bactericidal, virucidal and fungicidal disinfectant that is mixed and used according to the manufacturer=s directions. **All tools and implements which come in contact with blood or body fluids must be disinfected with a tuberculocidal disinfectant.**

YOU WILL NOT BE PERMITTED TO DISPOSE OF YOUR WET DISINFECTANT AT THE EXAM CENTER. YOU MUST TAKE IT WITH YOU WHEN YOU LEAVE.

MANNEQUINS

- < You are required to bring mannequin(s) to perform all operations of the examination.
- < You may bring no more than 3 mannequins.
- < You may bring one artificial finger or hand to perform the sculptured nail section of the examination.

SPECIAL INSTRUCTIONS AND INFORMATION

1. Candidates must arrive in neat, clean, professional attire. Uniforms are not required. School insignia and name tags will not be worn.
2. Do not leave the exam area without permission from the Examination Administrator. Permission must be obtained to leave the exam area for any reason, including restroom usage.
3. Candidates will not be permitted to talk to other candidates during any part of the examination.
4. Guest, friends and relatives are not allowed in the examination center.
6. Except for infection control, you will be scored on only what the examiner observes during the time the examiner is rating your performance.
7. You must follow all appropriate client protection and infection control procedures during all phases of the practical examination.

8. Cellular phones, pagers, computers computerized day planners and other technical devices will not be permitted.

9. **You must be sure that all containers, bottles and jars used during the exam are clearly labeled.**

10. The examination is confidential. Sharing any information concerning examination content or procedure to anyone after the examination is prohibited and may be grounds for disciplinary action by the Board.

11. **You must use only Odorless Nail Products for the Examination.**

12. **If for any reason you do not take the first available examination**, any temporary work permits will be considered voided must be returned to the Board office immediately.

KIT SUPPLIES

Below is a helpful list of supplies for the examination. This list is only a guide and may not include every item that may be required to perform all services in this examination.

- < Combs
- < Hair Brushes
- < Clippies
- < Hair Clamps
- < Hair cutting scissors and razor
- < Marcel iron
- < Cold wave rods and end papers
- < Applicator bottle for mock waving lotion
- < Approved Wet sanitizer
- < Neck strips
- < Shampoo capes
- < Cotton
- < Protective cream
- < Tint brushes
- < Tint bowl or bottle applicator
- < Cotton towels
- < Cotton swabs
- < Tissues/Paper towels
- < Bags for disposal of waste materials & implements for the blood spill procedure
- < Mock material, **colored** cholesterol (conditioner) & water
- < Bandages
- < Sculptured nail material (**Odorless Nail Products only**: powder, liquid, primer)
- < Sculptured nail brushes
- < Liquid & powder containers
- < Sculptured nail emery boards or files
- < Sculptured nail sanding discs for files
- < Sculptured nail forms
- < Buffer
- < Bottle of sanitizing agent
- < Protective gloves
- < Tweezers/Forceps

- < Covered trash container
- < Mannequin(s)
- < Mannequin stand

Be sure to bring extra supplies in the event of breakage or contamination.

SCORING

A score of 75 percent is required on both the written and practical portions of the Cosmetology Examination.

EXAMINATION RESULTS

Examination results will be mailed to your last known address within four (4) days after the examination. Your results will identify pass or fail. Individual scores will not be given to candidates. **TO ENSURE CONFIDENTIALITY, NO RESULTS WILL BE GIVEN OVER THE TELEPHONE.**

LICENSING INFORMATION

If you have passed your examination you will receive a license application with your pass report. Submit the completed license application and appropriate fees to:

The Montana Board of Cosmetologists
PO Box 200513
Helena, MT 59620-0513
(406) 841-2333

BLOOD SPILL PROCEDURE

FOR ALL LICENSEES, CANDIDATES, AND STUDENTS

IF A BLOOD SPILL SHOULD OCCUR, THE FOLLOWING STEPS MUST BE FOLLOWED:

- X **SUPPLY INJURED PARTY WITH LIQUID OR SPRAY STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
- X **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES**
This is the responsibility of the candidate/student/licensee and should be executed as follows:

CANDIDATE/STUDENT/LICENSEE INJURY -

1. **PROTECTION** - if cut is sustained, stop service and clean injured area.
2. **APPLY** antiseptic and/or liquid styptic or spray styptic as appropriate (see NOTE).
3. **BAND AID** - cover the injury with the appropriate adhesive dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with an antimicrobial cleanser.
7. **RETURN** to service.

MODEL/CLIENT INJURY

1. **STOP** service.
 2. **GLOVE** hands of candidate/student/licensee.
 3. **CLEAN** injured area as appropriate.
 4. **APPLY** antiseptic and/or liquid styptic or spray styptic as appropriate (See NOTE).
 5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
 6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with an antimicrobial cleanser.
 7. **RETURN** to service.
- X EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE OF GLOVES PROPERLY.
 - X FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.
 - DOCUMENT INCIDENT IN BLOOD SPILL LOG.

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES OR NOZZLES OR LIQUID STYPTIC CONTAINER TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.